

Here is a template, totally free of charge!

However, **we don't recommend using it.**

Like all free templates on the internet, it hasn't been adapted to your specific needs.

Visit our website to easily create a [fully personalized document](#) for a low one-time fee.

Our lawyers work hard to keep everything updated and accurate.

You get all of the benefits of a lawyer at a fraction of the cost.

RE: Account number _____, Cardholder _____

To Whom It May Concern:

In reviewing my statement from the following time period: _____, I feel that I have been charged an incorrect amount for the following transaction:

_____ -- _____, in the amount of \$2, transaction number _____. The amount of the charge should have been \$2.

I have enclosed with this letter the following evidence of this situation:

Please send me a copy of the charge slip or other evidence of the above charge(s) for my review.

I have enclosed a copy of my statement with the transaction(s) in question highlighted for your convenience.

Please contact me at the above address if you have any questions or need additional information.

Sincerely,

Enclosure